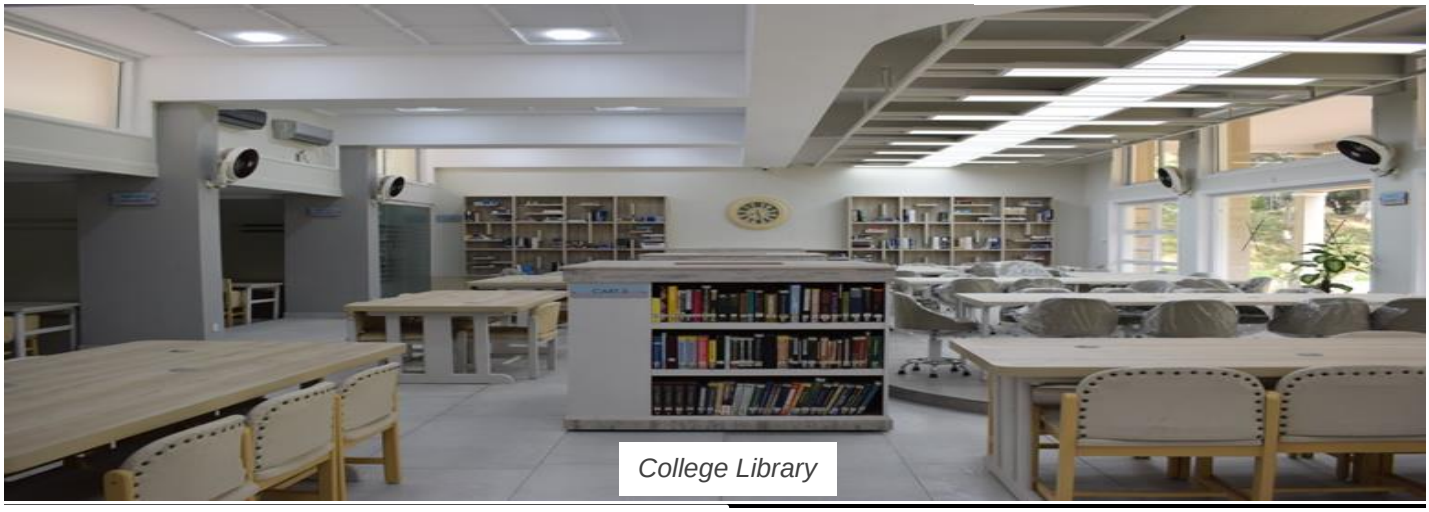
NUST COLLEGE OF E&ME
JOINING INSTRUCTIONS – 2026
UNDERGRADUATE STUDENTS



Panoramic View of Scenic Campus



College Library







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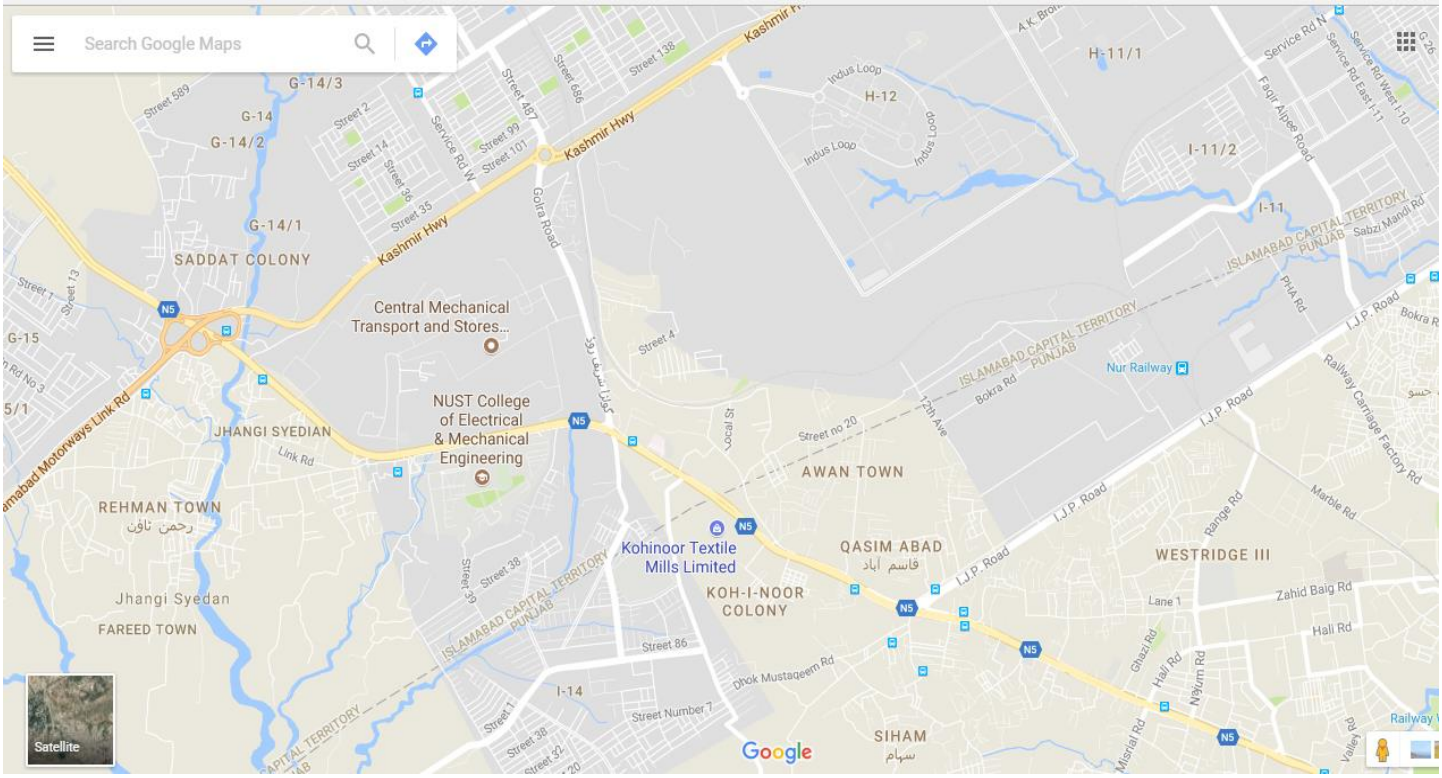
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JOINING INSTRUCTIONS–UNDERGRADUATE (UG) STUDENTS

1. I congratulate you on your selection as undergraduate student of college of Electrical & Mechanical Engineering. It is located on Rawalpindi – Peshawar GT Road Near Golra More at a distance of about 13 kms from the heart of Rawalpindi and 15 kms from the centre of Islamabad.

This college is one of the biggest constituent institutes of NUST. The college offers Bachelors of Engineering in four disciplines i.e, Electrical, Mechanical, Computer, and Mechatronics Engineering, which are accredited engineering degree programs recognized by Washington Accord. The college has 77 PhD and 25 MS qualified faculty members. The graduates of this college have found a great acceptance with in private and public sector organizations.

2. College of Electrical and Mechanical Engineering is fulfilling its responsibilities of graduating students, as culturally enlightened, technologically knowledgeable, academically competent and research oriented productive citizens who are prepared to lead, inspire, and serve humanity.



3. **Reporting Day – Orientation / Registration**. NUST students selected on open merit will report the college for registration / orientation as per program mentioned below: -

a. **Registration/ Orientation Schedule**. Registration for all departments will be conducted on the days allotted to each department as follows: -

(1)	Electrical Engineering	-	31 August 2026
(2)	Mechanical Engineering	-	01 September 2026
(3)	Computer Engineering	-	02 September 2026
(4)	Mechatronics Engineering	-	03 September 2026

b. **Activities During Orientation**

Date / D8partment	Time	Program	Location
31 Aug 2026 (Electrical Engg)	0830–0930 hrs	• Reception of students and parents • Issuance of tokens to students and move to Auditorium	College Main gate
01 Sep 2026 (Mechanical Engg)	0930-1000 hrs	• Talawat • National Anthem • Dean's Address • HoD's Briefing	Auditorium
02 Sep 2026 (Computer and Software Engg)	1000-1100 hrs	College Visit	• Hostels, MI Room, College Mosque, SAG, Cafes and Sports grounds • Visit of departments
03 Sep 2026 (Mechatronics Engg)	1100-1530 hrs	Students Registration	Department of Computer and Software Engineering (DC&SE)

4. **Schedule of Fall Semester 2026 / Classes**. The regular classes (Fall semester 2026) will commence after registration from 07 September 2026.

5. **Qalam/Odoo**. Qalam is used to manage all the academic activities including attendance, course registration, results and fee management. The student Qalam user manual is available on college website (https://ceme.nust.edu.pk/downloads/cms-lms-manual) with a link **Qalam Student Manual**. All the students to ensure following: -

a. Download the Qalam Student Manual and study before reporting.

b. The password of Qalam login ID issued initially be changed immediately and should not be shared with anyone else. In case of any problem, please contact on software.developer@ceme.nust.edu.pk.

c. **Parents can track / monitor students' academic progress including attendance, results (Quiz, Sessional Exam, Assignments, Final Exam) and fee by using Qalam User name and Password of their son/daughter.**

6. **College Website**. Students to regularly visit Student Notice Board on college website (http://www.ceme.nust.edu.pk) for timely information of academic news / information.

7. **E-mail ID**. Every student will be issued an official E-mail ID for the official correspondence during the course of study.

8. **Mandatory Documents**. Different types of documents are required by different sections for registration. All students are, therefore, advised to make separate sets of required documents as specified below to save time while documents submissions at different desks during e-registration. Following documents are mandatory for registration: -

NOTE: STUDENTS WITHOUT REQUIRED DOCUMENTS OR ORIGINAL DEGREES / CERTIFICATES WILL NOT BE ALLOWED ENTRY INTO THE PREMISES / PROGRAMME. THEY WILL BE RETURNED TO GET THEIR REQUIRED DOCUMENTS AND ONLY THEN THEIR REGISTRATION WILL COMMENCE.

a. **Documents Required by Exam Cell (Original documents are required from all students)**. Following documents will be collected by Exam Cell. As per HEC directive all students including Matric & FA / FSc Stream have to get their educational documents attested for Inter Boards Coordination Commission (IBCC), Pakistan before submitting the same to College of EME at the time of registration. Scanned copies of following documents **MUST** be send before coming for registration at dycontrollerexam@ceme.nust.edu.pk, clearly mentioning **"Scanned Copies of Documents with your registration number and name in the subject of email**": -

Ser	Academic Level	Document	Remarks
(1)	Secondary	SSC Result Card (if SSC Certificate not yet issued)	Original **(attested by IBCC)** + Photocopy ***(not attested)*** + ***Scanned Soft Copy***
		SSC Certificate	Original **(attested by IBCC)** + Photocopy ***(not attested)*** + ***Scanned Soft Copy***
(2)	O Level	'O' level Certificate	Original + Photocopy + ***Scanned Soft Copy***
		'O' Level Statement of Result (if 'O' Level Certificate not yet issued)	Original + Photocopy + ***Scanned Soft Copy***
		'O' Level Equivalence Certificate	Original + Photocopy + ***Scanned Soft Copy***
(3)	Higher Secondary	FSc Result Card (if HSSC Certificate not yet issued)	Original **(attested by IBCC)** + Photocopy ***(not attested)*** + ***Scanned Soft Copy***
		FSc Certificate	Original **(attested by IBCC)** + Photocopy ***(not attested)*** + ***Scanned Soft Copy***
		*Additional Math's Result Card (if Additional Math Certificate not yet issued)	Original **(attested by IBCC)** + Photocopy ***(not attested)*** + ***Scanned Soft Copy***
		*Additional Math's Certificate	Original + Photocopy ***(not attested)*** + ***Scanned Soft Copy***

(4)		Qualification Certificate of Condensed Mathematics course of 8x weeks offered by NUST (HSSC Pre-Medical Group)	Original + Photocopy ***(not attested)*** + ***Scanned Soft Copy***
(5)	A Level	'A' Level Certificate	Original & Photocopy + ***Scanned Soft Copy***
		'A' Level Statement of Result (if 'A' Level Certificate not yet issued)	Original + Photocopy + ***Scanned Soft Copy***
		'A' Level Equivalence Certificate	Intermediate / temporary equivalence certificate issued by IBCC is required, if equivalence certificate is not yet issued + ***Scanned Soft Copy***
(5)	Stamp Paper of Rs. 100	Stamp paper worth Rs. 100.00 duly counter signed by oath commissioner / notary public. (Specimen attached as **Anx A**)	

b. **<u>Documents Required by Engineering Studies Group (ESG) from all Students</u>**. Following documents are required by ESG. Please bring these documents as a separate set with you: -

Ser	Academic Level	Document	Remarks
(1)	Secondary	Matric Result Card	1 x Photocopy
		Matric Certificate	1 x Photocopy
(2)	O Level	O level Certificate	1 x Photocopy
		O Level Statement of Result	1 x Photocopy
		O Level Equivalence Certificate	1 x Photocopy
		ACT Score	1 x Photocopy
(3)	Higher Secondary	FSc Result Card	FSc Pre-Engg (1 x Photocopy)
		FSc certificate	FSc Pre-Engg (1 x Photocopy)
		Additional Math's Result Card	FSc Pre-Medical (1 x Photocopy)
		Additional Math's Certificate	FSc Pre-Medical (1 x Photocopy)
(4)	A Level	A Level Certificate	1 x Photocopy
		A Level Statement of Result	1 x Photocopy
		A Level Statement of Entry	1 x Photocopy
		A Level Equivalence Certificate	1 x Photocopy
(5)	CNIC / B-Form (Students and Parents / Guardian)		1 x Photocopy
(6)	Domicile		1 x Photocopy
(7)	Passport size photograph (White Background)		1 x Copy
(8)	Student Handbook undertaking		Duly sign by Student and Parents / Guardian
(9)	Registration Form (Specimen attached as **Anx B**)		1 x copy of filled and printed forms. • Students will also fill the same data in the computer at the time of registration

c. **Documents & Bank Drafts Required by NUST Student Affairs Wing (For NUST Students, Paying Cadets and Additional Selected Cadets)**

Following documents & bank drafts are required. Please bring these documents as a separate set with you. Paying cadets (PCs) and additional selected cadets (ASCs) must bring the original selection letter issued by GHQ at the time of registration**. "NO REGISTRATION"** will be done without the original selection letter: -

Ser	Document	Nos	Remarks
(1)	Photocopy of Matric / O level certificate	1	
(2)	Photocopy of FSc / A level certificate	1	
(3)	Photocopy of CNIC or B-Form	2	B-Form will be accepted for students not having CNIC
(4)	Photocopy of CNIC of parents or guardians (Both Father's and Mother's)	1	
(5)	Photocopy of Domicile Certificate	1	
(6)	Passport size photographs	4	White background
(7)	ID Size (1" x 1") photographs	4	White background
(8)	Student's personal data form (Specimen attached as **Anx C**)	1	
(9)	Surety bond typed on a stamp paper of Rs. 100/- duly attested by an Oath Commissioner (original). (Sample attached as **Anx D)**	1	For NUST students / PCs / ASCs
(10)	Character certificate duly signed by police authorities (Specimen attached as **Anx E**)	1	Male Student Only
(11)	Certificate from wards of army persons (Specimen attached as **Anx F**)	2	
(12)	Certificate for non-involvement in political activities (Specimen attached as **Anx G**)	1	
(13)	Medical Fitness Certificate duly issued by any Government Hospital OR a Registered Medical Practitioner (Specimen attached as **Anx H**)	1	
(14)	Certificate of Non involvement in Drug Abuse (attached in NUST Students Handbook)	1	All UG Students
Note:- *All above mentioned documents are also required to be submitted in soft copy on email ID – ddnsaw@ceme.nust.edu.pk*			

d. **Documents Required by Cadet Battalion (For Technical Cadets Only)**.Following documents required by the Cadet Battalion: -

Ser	Document	Nos	Remarks

(1)	Photocopy of Matric / O level certificate	1	
(2)	Photocopy of FSc / A level certificate	1	
(3)	Photocopy of CNIC or B-Form	1	B-Form will be accepted for students not having CNIC
(4)	Photocopy of CNIC of parents or guardians. (Both Father's & Mother's)	1	
(5)	Photocopy of Domicile Certificate	1	
(6)	Medical fitness certificate (Original)	1	
(7)	Blood group certificate from a clinical laboratory	1	
(8)	Passport size photographs	12	Blue background
(9)	ID Size (1" x 1") photographs	10	Blue background
(10)	Student's personal data form (Specimen attached as **Anx C**)	1	
(11)	Original / Photocopy of surety bond (Specimen attached as **Anx D)**	1	Surety bond is issued with joining instructions by PA Dte, GHQ.
(12)	Character certificate duly signed by police authorities (Specimen attached as **Anx E**)	1	
(13)	Certificate from wards of army persons (Specimen attached as **Anx F**)	1	
(14)	Medical Fitness Certificate duly issued by any Government Hospital OR a Registered Medical Practitioner (Specimen attached as **Anx H**)	1	

10. **Opening of Bank Account**. It is Mandatory for all students to open a bank account in any branch of National Bank of Pakistan (NBP) / Habib Bank Limited (HBL) and Askri Bank Limited (AKBL) Before joining College of E&ME. Bank accounts other than NBP, HBL and AKBL will not be accepted. Students will provide information as per **Anx-I**

11. **College RFID Card**. Students will be issued with College ID cards after completion of registration process. Rs. 350/- (Rupees three hundred and fifty only) will be deposited by the student as ID card charges. In/out from the college gate will only be through College ID card.

12. **Academic Calendar**. Academic calendar for Fall semester 2026 is attached as **Anx-J**.

13. **Dress Code**. Students have to wear college uniform (Pictures attached as per **(Anx- K)** as follows: -

a. **Summer - Male Students**

(1) White full sleeve/half sleeve collar shirt

(2) Light grey trousers

(3) Plain black belt (no fancy buckles)

(4) Black socks

(5) Black shoes oxford pattern

(6) NUST tie (may be exempted during hot weather)

Note: Every student has to be in possession of two pairs of college uniforms before reporting.

b. **Summer - Female Students**

(1) White Kameez / Shalwar

(2) Navy Blue Dupatta / Scarf (Mandatory to be worn on head)

(3) Black shoes (Decent pattern; fancy shoes are not allowed)

c. **Winter - Male Students**

(1) Navy blue double breast blazer with college insignia

(2) NUST tie

(3) White full sleeve shirt

(4) Plain black belt (no fancy buckles)

(5) Dark grey trousers

(6) Black socks

(7) Black shoes oxford pattern

(8) Navy blue V-neck sweater

d. **Winter - Female Students**

(1) Navy blue blazer with college insignia

(2) Navy blue sweater (plain)

(3) White Kameez / Shalwar and dupatta /scarf

(4) Black shoes (plain/simple)

Note:- ***Students, including both boarders and day scholars, are required to wear decent and modest attire (uniform or otherwise) that conforms to the prevailing religious, social, and cultural norms.***

14. **Dues**.

a. **Tuition Fee**. Tuition fee to be deposited in any branch of HBL / AKBL in NUST through 1-Bill invoice Fee challans which are generated through students' on Qalam (Odoo). Each student will be issued with Qalam (Odoo) account and password from ICT cell at College. The fee challans will be downloaded from Qalam (Odoo) by students themselves. Tuition fee will be payable on semester basis. **Students have to pay their fee in advance before the commencement of semester otherwise they will not be allowed to register their courses**.

b. **Boarder and Day Scholar Bills**

(1) **General**. There are two categories of students during the stay / study in College of E&ME. i.e Boarders and Day Scholars. Both categories have to pay the different charges/ dues being part of the College of E&ME.

(a) **Boarder Students**. Boarder students are required to pay following charges/ bills: -

(1) **Initially on allotment of hostel**

i. Rs. 15,000/- Advance Messing (Refundable).

ii. Rs. 20,000/- Campus Security (Refundable).

iii. Fixed Six Monthly Bill (encompassing Hostel and Allied Charges) as per prescribed rates, charged from joining date in College of E&ME till March.

(2) **Subsequent/ Regular Dues**

i. Six-Monthly Bills (encompassing Hostel and Allied charges), charged in April and October every year.

ii. Monthly Messing and Utility Bills (as per actual consumption).

(b) **Day Scholar Students** Following bills/ charges to be paid by a day scholar:-

(1) **Initially on Orientation**

i. Rs. 10,000/- Campus Security. (Refundable)

ii. Fixed Six Monthly Bill/ Campus charges, charged on prescribed rates from Joining date till March

(2) **Subsequent/ Regular Dues**. Six Monthly Campus Charges, charged in April and October every year.

(2) **Notification of Bills**. Kuickpay App (account made on registered email ID of students) is utilized primarily for uploading/ notification of monthly/ six monthly bills, for both boarders and day scholars. The mentioned app can be downloaded from Google Play Store/ i-Phone App Store. **It is mandatory for all students (boarders/ day scholars) to have this app in their mobile phones for timely notification and payment of bills.** Notification of bills to be checked by students regularly. In addition to this, for ease of students, bills may also be checked from following sources:-

(a) Departmental notice boards.

(b) College of EME official website.

(c) Email notification by Kuickpay on emails of students (as noted with Accounts Branch NSAW – Students Administration Group).

(3) **Penalty on Non-Payment of Dues**. Those students (boarders or day-scholars) who would fail to deposit their bills within due date, fine would be imposed on them, along with ban/ restriction on their registration for any kind of courses in current or succeeding semester. For boarder students, on non-payment of dues, hostel and messing facility would be withdrawn immediately, till clearance of bills.

(4) **Bank Details**

(a)	Bank Account	Askari Bank - Golra Mor Branch, Rawalpindi
(b)	Account No	02561650001092
(c)	IBAN No	PK47ASCM0002561650001092
(d)	Account Title	Students Billing Acct – NSAW
(e)	Email	accts.cdtwing@ceme.nust.edu.pk

15. **Procedure for Hostel Allotment**

a. Hostel / Boarding facility is available on **first come first serve basis.**

b. Online application for hostel facility is available on College of E&ME official website http://ceme.nust.edu.pk/apply-for-hostel-2/.

c. Details including all required documents, mailing address and dues to be deposited for application of hostel are given on above mentioned web address.

d. Students of local/ nearby station (Rawalpindi, Wah, Taxila and Islamabad City) are not eligible for hostel facility.

e. Hostel Policy encompassing all necessary details including rules/ regulations is uploaded on College of E&ME website. Same to be read and followed by all boarder students (male and female). In case, a boarder student (male or female) fails to abide by the rules regulations (as mentioned in hostel policy), his/ her hostel facility would be immediately cancelled/ withdrawn.

f. All students who would be allotted with hostel facility are required to arrange by themselves bedding items i.e pillow and blanket/ quilt along with their covers and bed sheets. Mattresses would be provided by hostel administration.

16. **Scholarships**. All the interested students have to apply for NUST Need Based Scholarship Scheme online at the time of admission. Details pertaining to various scholarships are available on webpage GUIDELINES TO SUBMIT NEED BASED FINANCIAL AID APPLICATION FORM (NFAAF) – NUST.

17. **Political Activities**. Politics in the college is strictly forbidden, and all students are directed to abstain from any such activity during their tenure of studies at the College. It is clarified that the Rector NUST has full powers to terminate registration of any student when so recommended by the College Principal if any student is found involved in such activity. Certificate of "**Non-Involvement in Political Activities**" as per **Anx G** be rendered by the student, which is to be countersigned by parents/guardians.

18. **Use of Drugs**.

a. Use of Drugs, sheesha, naswar / narcotics, all contraband items and substances including (but not limited to) ice, hash, weed, marijuana etc and drinking of prohibited beverages is strictly forbidden in the college campus and hostels. Upon first instance, parents will be informed with imposition of fine and upon second, hostel facilities will be withdrawn. Case for expulsion may be initiated depending upon the severity of the case.

b. College authorities are entitled to carry out inspections and search of the rooms and hostel premises without notice / info on suspicion of any illegal activity, possession of banned and prohibited substances including drugs etc. All facilities will be terminated in case of any violations found thereof.

19. **Change of Contact Details**. College authorities remain in contact with parents / guardians regarding students' progress throughout the semester. Semester results are sent to the parents by post. Any subsequent change of contact details will be processed on **Change of Address** form attached as **Anx L**.

20. **Driving**. Students are not allowed to drive any vehicle without valid driving license and college sticker (to be processed through security branch). A dedicated parking space is available for students in college premises and students are advised to park their vehicles in that area only. Students owning motor bikes must be in possession of safety helmets and will wear it while riding the motor bike. Parents should also warn their wards to follow the instructions strictly. Failure to abide by these instructions would result in cancellation of motor bike/ vehicle permission along with imposition of fine.

21. **Fines**. College authorities reserve the right to fine a student for any violation of college/NUST rules, if considered necessary. Repetition of such offences may be referred to NUST Discipline Committee for expulsion from the college.

22. **Entry/ Exit Timings for Students**. All students (Day Scholars/ Boarders) are instructed to abide by the following timings for entry / exit though main Gate.

a. Cut off time for entry/exit for Boys in College is as follows: -
   1) Summers (Apr to Sep) - 2300 hours.
   2) Winters (Oct to Mar) - 2200 hours.

b. Cut off time for entry/ exit in Hostel for Girls is as follows: -
   1) Summers (Apr to Sep) - 2200 hours.
   2) Winters (Oct to Mar) - 2130 hours.

c. Failure to abide by these timings would result in imposition of fine followed by disciplinary action against the repeated offenders.

23. **Do's / Don'ts for NUST College of EME Hostels.**

a. **DOs**

1) Always be respectful to your colleagues and hostel staff/management.
2) Keep your room neat and tidy, as it can be inspected by the hostel management without any prior notice /intimation.
3) Utilize your PC / Laptops for educational purpose only.
4) See the Medical Officer in MI Room as and when you feel unwell.
5) Be security conscious and take care of your valuables especially Cash, Mobile Phones and Laptop etc. Take your valuable along with you when you proceed on

leave etc.

6) Always clear Hostel Dues well in time.
7) All notices/instructions issued from time to time must be religiously followed.
8) Take care of hostel property i.e. T.V, furniture in room / hostel, water dispenser, washroom fittings and water coolers etc.
9) Always swipe your RFID Card on Main Gate while leaving and entering the College premises.
10) Always keep your parents informed about your whereabouts whenever you leave the college premises. Always remain aware of the potential threats in current environment
11) During college interactions, students (opposite-sex/same-sex) are expected to maintain decent physical distance (arm's length), and to avoid sitting in each other's lap, lying next to each other, etc., in college premises/ events/ activities/ Excursion trips, etc. Failing in this regard will lead to disciplinary action based upon the penalties as per NUST regulations.
12) Report to Manager Hostel / DAD NSAW about any unusual activity in the hostel.
13) Inform the Manager Hostel about Withdrawal / Relegation on immediate basis.
14) Preserve / economize utilization of water, electricity and gas.
15) Put off all the electric switches, gas appliances and water tapes while leaving the room.
16) Abide by the rules/ regulations/ policies of campus premises and hostel.
17) It is the personal responsibility to acquire knowledge about different policies and rules. For this purpose, all rules/ regulations are available on the concerned web pages. For any query, authorities can be approached for guidance.
18) For reporting complaints and grievances, students are required to follow the established administrative and management channels. Students are expected to exhaust the prescribed internal grievance redressal mechanism before seeking redress through any external forum.

b. **DON'Ts**

1) Keeping of prohibited medicines, drugs without doctor's prescription.
2) Use of un-parliamentary language, foul and abusive language with the fellow students / staff and will be taken very seriously.
3) Possession of following items is totally banned and those who are checked will be expelled from the hostel /College: -
    i. Fire arms and daggers etc.
    ii. Alcohols, Toxic drugs, sheesha, gutkha and hashish/heroin etc.

iii. Crackers, explosives and ammunition etc.

iv. Objectionable material like videos, books or photographs.

4) Smoking and keeping any kind of such items.

5) Misusing hostel premises/facilities for activities other than studies.

6) Involvement in criminal/police cases, it will be taken very seriously to the extent of expulsion from the hostel /College.

7) Guests of staff and students in the room/hostel.

8) Playing loud music in the room which may disturb studies of colleagues /neighbours.

9) Making noise and raising slogans.

10) Keeping electrical appliances, other than authorized in the rules.

11) Fiddling with the electric sockets/plugs/appliances etc.

12) Damaging any hostel property.

13) Involvement in politics, ethnic, sectarian and other undesirable activities. Defaulters will be expelled from hostel without any advance notice.

14) Collection of Chanda on any account.

15) Ragging of juniors inside / outside the rooms and hostels.

16) Gambling in any form such as playing cards (with money at stake).

17) Celebrating birthday parties, dholac / mehndi functions and get together in hostel rooms.

18) Employment or keeping of a private servant in the hostel.

19) Leaving lights or fans on, when out of room.

20) Proxy in any manner.

21) Authorized Room setting will not be changed.

22) Flying kites is strictly prohibited in the hostels / campus.

23) Do not blackmail, threaten, intimidate, or harass any individual using photographs, videos, audio recordings, messages, or any personal data. Recording, sharing, or using another person's personal information or digital content without their explicit consent is strictly prohibited and will invite strict disciplinary as well as legal action.

24) Do not engage in or facilitate any form of cybercrime, including hacking, phishing, online harassment, identity theft, unauthorized access to systems or accounts, spreading malicious software, or any other illegal online activity. Any such involvement will result in strict disciplinary action in accordance with university rules and applicable laws.

24. **Transportation Facility and Bus Route**. Transportation facility may be availed on payment of prescribed charges, depending upon seats availability. Bus routes are mentioned at **Anx M**.

25. **Student Handbooks and NUST Map**. To facilitate you, the UG Handbook is being sent. Kindly download link Student Handbooks | NUST for handbook and go through its contents. Please note that each new student and his / her parents / guardians is required to submit an undertaking at time of e-registration, that they have read the handbook and will comply with the instructions.

26. **Temporary Issuance of Original Documents**

a. Few of the students require issuance of original documents on temporary basis mainly on following occasions: -

(1). Receipt of ISSB Call from Armed Forces.

(2). For attestation of original documents from HEC.

(3). On receipt of Interview call from any of the Department / organization for job after going through the selection process of tests extra.

(4). Applying studies abroad.

b. Student has to give application and personally request the DCE for issuance of original documents **alongwith original call letter and any other proof** to temporarily get back his/her original documents.

c. Account Officer of Concerned School / College, will verify deposit of all fees / dues till date, of the student applying.

d. DCE should process the case for issuance of the documents temporally as per student request after getting **approval from concerned Principal/Commandant.**

e. **Student has to submit an undertaking on a stamp paper (Anx 'N') for the needful**, indicating the reason for temporary issue of original documents and time period to return.

f. Maximum duration for issuance of original documents is of only 15 days. However, in case student require retaining of documents for more than 15 days, he/she has to apply again for extension, before expiry date.

g. Superintendent Exam Branch ensures that the student deposit back his/her original documents prior to expiry date.

h. If any student fails to submit back the documents, his/her registration for subsequent semester will not be done and if he/she is final year student, then his/her result will be withheld.

i. Proper record of temporary issuance of original documents, is kept in Exam Branch of Concerned School / College.

Note: - Above guidelines are issued for strict compliance.

27. **Important Contact Numbers**. For queries, please contact your departments on following numbers: -

Dean	Brig Dr Aamer Ahmed Baqai	051-54444050
Acting Director Academics (CEME)	Asst Prof Rehan Ahmad Khan	051-54444062
Program Coordinator (UG)	Asst Prof Rehan Ahmad Khan	051-54444062
Head of Departments (HOD) and Coordinators		
Electrical Engineering	Dr Qasim Umar Khan	051-54444250
Mechanical Engineering	Dr Hasan Aftab Saeed	051-54444350
Computer Engineering	Dr Usman Akram	051-54444150
Mechatronics Engineering	Dr. Hamid Jabbar	051-54444450
Program Coordinators (UG)		
Electrical Engineering	Dr Ahmad Rauf Subhani	051-54444280 0300-8538215
Mechanical Engineering	Dr Muhammad Rehan Khan	051-54444316 0334-5547677
Computer Engineering	Asst Prof Jahanzeb	051-54444118 03005338417
Mechatronics Engineering	Dr Basharat Ullah	051-54444412 03435256420

28. **Conclusion**. College of Electrical and Mechanical Engineering is a premier institution of NUST. The college is committed to the academic excellence and development of faculties of its students, grooming personality by inculcating virtues in the students to transform them into good human beings and above all proud Pakistanis. Activities not confirming with the aims and objectives of the college cannot be tolerated. In discharging these sacred duties, the college looks forward to receive full co-operation from the parents/guardians as well as the students without which realizing the objectives is not possible.

Asst Prof
Program Coordinator (UG)
(Rehan Ahmad Khan)

AFFIDAVIT

(By the student & Parents / Guardian)

I _____

Son / Daughter of _____

NUST Registration No._____, Merit No._____

granted provisional admission in (Program)_____

at NUST hereby certify that I have read the provisional selection letter and attached Instructions regarding Admission (UG), issued to me and I have deposited the admission dues in time for **Session 2026**.

I hereby declare that my all academic requirements and documents are complete and correct as per eligibility criteria and there is no deficiency. I further certify that my (strike out which is not relevant):-

a. Matric / FA / FSc results are with more than 60% marks and in required subjects / group with no deficiency.

b. Equivalence certificates of O & A level / 9-12 grade / high school diploma / IB / any other equivalent foreign qualification, duly issued by IBCC, Pakistan are with more than 60% marks and in required subjects / group.

c. Required ACT score is equal to OR more than 25 as per eligibility criteria and not older than 2 years.

d. Required SAT score is equal to OR more than 550 in each subject and are not older than 2 years.(For Business Studies / Social Sciences / LLB programmes selectees only)

e. Required (valid) Law Admission Test (LAT) score is more than 50% (For LLB selectees only).

f. Entered academic marks / ACT / SAT Scores in online application form are same as per my original certificates / mark sheets / scores reports.

If any document is found incorrect or any deficiency is observed at any stage, or entered academic marks, ACT/SAT Scores in online application form differ from the actual ones, my admission can be cancelled at any stage at my risk and cost.

I solemnly declare that I will abide by the rules and regulations of NUST as enforced at present and made from time to time by the university authority in future. I further declare that I will not take part in any political activities or agitation and will be regular in paying of university dues and will be punctual in attending my classes. Decision of university administration is not liable to be challenged in any court of law. If I violate the above affidavit, I shall be liable to the appropriate strict disciplinary action includes, but is not limited to, fines, penalties, suspension, expulsion, or legal proceedings as deemed necessary by NUST.

Name of the Student:_____

CNIC No._____

Signature: _____

Date:_____

Countersigned By Parents / Guardian

Signature:_____

Name:_____

CNIC No._____

Date:_____

Address: _____

_____

Note: This affidavit has to be made on Rs. 100/- stamp paper and has to be stamped and signed by Oath Commissioner / Notary public.

National University of Sciences & Technology

Registration Form - Undergraduate Programs

Latest Photograph

Registration No:_____

Roll No. _____ Merit Position _____ NET Marks _____ Year 20____

Programme:_____ School/College:_____ Course Serial No:_____

Course Commencement Date: _____ Student's Category:_____

1. Name
(Write the name as per Matric/Equivalent certificate in hand print in CAPITAL letters)

2. Father's Name

3. Mother's Name

4. Father's Profession _____ 5. Father's Monthly Income _____

6. Date of birth: Day ☐☐ Month ☐☐ Year ☐☐☐☐ 7. Gender: Male ☐ Female ☐

8. CNIC No or Registration No of Form 'B' ☐☐☐☐☐–☐☐☐☐☐☐☐–☐

9. Province of Domicile_____ 10. Religion _____ 11. Nationality _____

12. Next of Kin (Name)_____Mobile _____

13. Do you belong to rural areas of Sind, Punjab, Balochistan, KPK, and AJK Yes ☐ No ☐ If yes, specify the Area/Distt. _____

14. Foreign students / Pakistanis living abroad only:- a. Country of origin_____ b. Passport No. _____

15. Current address: _____

_____Phone_____Mobile (own)_____Mobile (Father's/Guardian)_____

16. Permanent address: _____

_____ Phone _____ Mobile _____

17. E- mail: _____ Fax _____ (if available)

18 . **ACADEMIC DETAILS:** ***Fill in the relevant rows and put a cross (x) against the rest.***

Examination	Year of Passing	Total Marks	Marks Obtained	Percentage Marks / GPA	Major Subjects of Study (less Islamic and Pakistan studies)	Additional Information (if any)
Matric / Equivalent						
Intermediate (Part-I)						
Intermediate / Equivalent						
Additional Maths (In case of FSc Pre-Medical)						
SAT						

Signature of the Student: _____ Signature of the Parent/Guardian: _____

Note:
- **Kindly attach photocopies of Matric/O level/equivalent and FSc/A level/equivalent certificates.**
- **SAT stream candidates will attach photocopy of SAT score also.**

Anx "C"

CONFD

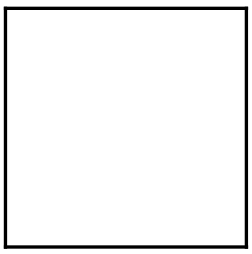
CBN-4 QSF -01

COLLEGE OF E & ME

PERSONAL DATA

CATEGORY: TC/PC/NS/ASC

COMPANY: _____



1. REGN NO: _____ 2. COURSE: _____
3. NAME: _____ 4. DISCIPLINE: _____
5. CASTE: _____ 6. JOINING DATE: _____
7. RELIGION: _____ 8. SINGLE/MARRIED:
9. SECT: _____ 10. IN/OUT – LIVING: _____
11. POSTAL ADDRESS FOR DISPATCH OF RESULTS/CORRESSPONDENCE: _____

_____

12. TEL/MOB NO: _____ 13. BANK A/C NO: _____
14. DATE OF BRITH: _____ 15. PLACE OF BIRTH: _____
16. ID CARD NO: _____ 17. PASSPORT NO: _____
18. DOMICILE: _____ 19. NATIONALITY: _____
20. a. FATHER'S NAME: _____ b. CNIC: _____

c. STATUS: ALIVE /DIED: _____

d. MOTHERS NAME: _____ e. CNIC: _____

f. STATUS: ALIVE /DIED: _____

21. a. FATHER'S OCCUPATION: _____ b. RANK & APPT: _____

c. PAY SCALE: _____ d. SERVING/RETD: _____

22. GAURDIAN'S RANK / APPT & NAME: _____

23. FATHER'S /GUARDIAN`S:

a OFFICE ADDRESS: _____

b. PERMANENT RESIDENTIALADDRESS: _____

c. TEMPORARY RESIDENTIAL ADDRESS (Fill with pencil): _____

d. TELEPHONE / FAX / MOBILE PHONE NOs (with NWD/other codes):

(1) OFFICE: _____ _____ _____

(2) RESIDENCE: _____ _____

e. MONTHLY INCOME (APPROX): _____ _____

f. E-MAIL ADDRESS STUDENT: _____ PARENTS: _____

24. HOBBIES / INTERESTS: _____

25. GAMES /SPORTS:

a. GAME: _____ _____PROFICIENCY

b. GAME: _____ _____ PROFICIENCY

c. GAME: _____ _____ PROFICIENCY

26. HAFIZ-E-QURAN OR NCC ATTENDED: _____

27. QUALIFICATION:

Qualification	Institution	From - To	Marks		%Age	Div / Grade
			Obtained	Total		
Matric / O Level						
FSc / A Level						

28. BROTHERS & SISTERS:

S/No	Name	Sex	Age	Occupation	Address
a.					
b.					
c.					
d.					
e.					

29. RELATIVES IN ARMED FORCES:

S/No	Rank & Name	Relation	Present Appt (Fill With Pencil) / Retd	Address

Anx "D"

SURETY BOND

(NUST STUDENTS / PCs / ASCs)

KNOW ALL MEN BY THESE PRESENT THAT I_____S/D/O _____
(Hereinafter called the trainee and surety) do hereby bind ourselves and each of us and heirs, executors and administrators to abide by terms and conditions of NUST after having been selected against "civilian student of NUST / PCs / ASCs" seat at the College of Electrical and Mechanical Engineering.

During studies, I as a trainee shall abide by the college discipline and rules, regulations and standing orders/procedures concerned and pay all expenses in due time. Any violation of these will make me liable to be expelled from the college which shall be without right of appeal in any court of law. During studies if I am expelled by the college on any grounds, or deliberately fail and does not study, I will lose my seat in the college and would not be allowed to continue studies in any NUST institution.

That I will abstain from any political activity during my tenure of studies at the college of Electrical and Mechanical Engineering. I, if found guilty of an act which is forbidden by NUST/college authorities including cheating/drinking alcohol etc will be liable for expulsion from the institution.

_____
(Student's Signature)

Surety-1 (Signed by Father / Guardian)

Signature _____

Name: _____

Designation /Status: _____

Address: _____

Surety (Signed by near relative)

Signature: _____

Name: _____

Designation/Status: _____

Address: _____

Note: It should be attested by Oath Commissioner Notary Public on Stamp Paper of Rs. 100.00 (Rupees one hundred only).

Anx "E"

CERTIFICATE OF CHARACTER

Certified that Mr. _____S/O D/O _____ bearing CNIC No _____and resident of _____ _____Has good moral character and does not have any ill record in concerned police station.

Dated: _____2026 **(Signature of SHO of Police Station / Nazim)**

(Office Stamp)

Anx" F"

DATA OF WARDS OF ARMED FORCES

Student Name:	
Father Name:	
Army / PAF / PN:	
Father Rank:	
Serving / Retd: (attach copy of serving cert / retirement order)	
Father Svc No	
Corps / Regt:	
Place of duty / Unit:	
Decorations (if any)	
Contact No.	
Email	

WILLINGNESS CERTIFICATE FOR WARDS OF ARMY PERSONS

It is certified that I NUST student (NS) / Additional Selected Cadet (ASC) _____, Degree _____, department of _____ Engineering am willing to receive scholarship / subsidy from GHQ, W&R Directorate. I also undertake that I am not receiving any stipend / scholarship from Fauji Foundation.

Dated:_____2026 _____

(Signature of the Student)

COUNTERSIGNED (by Parents)

Anx "G"

CERTIFICATE
(NON-INVOLVEMENT IN POLITICAL ACTIVITIES)

I _____ S/O D/O_____ hereby declare that I am neither a member nor affiliate in any way with any political party. I also undertake that I will not join or take part in any political activity inside or outside the College of E&ME during the period of my stay in the College. I also accept that any violation of the above undertaking will render me liable to expulsion from the College.

Dated: _____2026 **(Signature of Student)**

COUNTERSIGNED

(Signature of Parents / Guardian)

Anx - H

Medical Fitness Certificate

Roll No/Registration No: _____

Name: _____

Father's Name: _____

Gender: _____

Age: _____

(Photograph)

1. Weight:_____ (kg) Height:_____ (cm) BP_____
2. Blood group: _____ 3. Lungs: _____
4. Heart:_____
5. Vision: Left Eye ---------- Right Eye ---------- Details of Glasses (if worn): ----------
6. Hearing: ----------
7. Any Impediment in Speech: ----------
8. Any Disability: ----------
9. Any Neurological / Psychiatric disease, (if yes, please give details). ----------
10. Suffering from Hepatitis B / Hepatitis C / HIV (AIDS) ----------
11. Any significant Disease Diagnosed in the past: ----------
12. Vaccinated against COVID-19 (Yes/No/Partially). ----------
13. Taking any medicine on regular basis (if yes, please give details). ----------
14. Allergies if any: ----------
15. Any Communicable / Contagious Disease: ----------
16. Mark of Identification: ----------
17. **I certify that (tick ✓ the relevant)**
    a) I have not been tested positive for COVID-19.
    b) If positive date of test _____
    Duration of treatment from _____to _____.

I certify that I have examined Mr / Ms ----------Son / Daughter of ---------- who is an applicant for admission to Undergraduate/ Postgraduate Program at NUST and could not notice that he / she has any physical or mental disease and is FIT for undertaking studies.

Signature of Doctor with legible seal	***Signature of Candidate (In presence of Doctor)***
PM & DC No:	
Dated:	***Dated:***

Note for Candidate: Please present your medical fitness certificate at the concerned NUST College/School at the time of joining.

MEDICAL STANDARDS FOR ADMISSION

Study at NUST demands good physique and stamina. An applicant must have sound health so as to bear the strain of the course.

Anx - I

Opening of Bank Account

a. Student Name : _____

b. Registration number : _____

c. Bank Name : NBP / HBL / AKBL

d. Account No : _____

e. Account Title : _____

f. Branch Code : _____

g. Branch Address : _____

Anx "J"

ACADEMIC SCHEDULE FALL 2026

Ser	Event	Dates
1.	Orientation Week	31 August to 03 September 2026
2.	Fall Semester 2026 Starts	07 September 2026
3.	Mid Semester Exam (MSE)	26 -31 Oct 2026
4.	Final Exam Fall Semester 2026	28 Dec 2026 to 02 Jan 2027

Anx "K"

UNIFORM PICTURES

(BOYS)



Military Uniform



College Summers Uniform



College Winters Uniform

UNIFORM PICTURES

(GIRLS)





CHANGE OF ADDRESS FORM

1. Category: TC/PC/ASC/NS
2. EC No/Regn No:_____
3. Name:_____
4. Degree / Discpline:_____
5. Old Address / Ph No._____

   _____
6. New Address / Ph No._____

   _____

Student's Sign:_____

Date:_____

Sign of Coy Comd / DAD NSAW:_____

CI/Bn Comd:_____

SAS ADVISOR CERTIFICATE

Certified that I have personally talked to parents of student and it is verified that new address / Ph No is correct and required to be updated.

Sign:_____

Name:_____
(SAS Advisor)

HoD:_____

Dept UG Coord:_____

SI (ASG):_____

Program Coordinator (UG):_____

Note: After the signatures the approved form will be sent to Cadet Bn / NSAW under covering letter from UG office to include charges in students data.

Anx "M"

EME COLLEGE BUS ROUTE
TPT BY CIVIL CONTRACTOR

Ser	Vehicle No	Route	Description	Remarks
1.	TSB-8600 (Coaster)	Route No. 1	Peshawar Road, Kainat Travels, Saddar Mall Road, Kecheri Chowk, Fauji Foundation Hospital, Soan Bridge, Toyota Motors, Bahria 1-6, DHA-2	
2.	RIS-295 (Coaster)	Route No. 2	Peshawar Road, Kainat Travels, Qasim Market, Chungi No 22, CMH, Covent School, Kechaari Chowk, Fauji Foundation Hospital, DHA-1, Bahria 7-8	
3.	C-9788 (Coaster)	Route No. 3	Peshawar Road, Qasim Market, Chungi No. 22, CMH, Askari 13, Tulsa Road, Adiala Road, Khawja Corporation Chowk, Askari 14, Gulshan Abad	
4.	RPT-7520 (Coaster)	Route No. 4	Peshawar Road, Qasim Market, Chungi No. 22, CMH, Kecheri Chowk, Askari 4 & 10, Ammar Chowk, Rahim Abad, Old Airport, Shah Khalid Colony, Gulzar e Quaid, Karal Chowk, Pak Town, PWD, Soan Garden, Naval Anchorage,	
5.	LZJ-8695 (Coaster)	Route No. 5	Peshawar Road, Qasim Market, Chungi No. 22, CMH, Kecheri Chowk, Ammar Chowk, Chaklala Scheme -3, Car Chowk, Gulrez Colony, High Courts.	
6.	LZB-2096 (Coaster)	Route No. 6	Srinagar Highway, G-11, F-11, E-9, Shaheen Chowk (Bahria University), F-8, F-7, F-6, Abpara Chowk, G-8, G-9, G-10	
7.	LES-5576 (HiACE)	Route No. 7	Peshawar Road, Choor Chowk, APS Westridge, Bakery Chowk, Saddar, CMAO Office, Kamran Market, Marir Chowk, Liaquat Bagh, Committee Chowk, Chandni Chowk, 6th Road, Sadiqabad, Bilal Hospital, Chungi No.08	
8.	RLC-947 (HiACE)	Route No. 8	Srinagar Highway, Zero Point, Faizabad, Rawal Chowk, Chak Shazad, Comsats University, Sultana Foundation	
9.	LWN-3595 (HiACE)	Route No. 9	Srinagar Highway, G-13, H-12, H-13, Police Lines, I-8,9,10, Faizabad, Sohan Town, Khana Pull, Fazaia Colony, Gangal	
10.	LES-5284 (HiACE/ Coaster)	Route No. 10	Sngjani, B-17, Taxila, Wah Cantt, Barrier 3, Hassanabdal	

EME COLLEGE BUS ROUTE
TPT BY CIVIL CONTRACTOR

1. **Near Distance Zone**

   G 13, 14, Valley Road, Chur Chowk, APS Westridge Chowk, Westridge, Qasim Market

2. **Middle Distance Zone**

   I-8, 9,10 E-9, G-9,10,11 Srinagar Highway, Shaheen Chowk, Karachi Company, Jinnah Park, 22 No Chungi, CMH, Askari 2,4,7, 10 Scheme 3, Daniyal Plaza, Amar Chowk, Old Air Port, Shah Khalid Colony, Waris Khan, Kali Tanki, 6th Road, Committee howk, Chandni Chowk, Tulsa Road, New Lalazar, Ayub Park, Askari 11, Tarnol, B-17.

3. **Long Distance Zone**

   DHA-I, DHA-II, Askari-14, Modal Town, Bahria Phase 1 to 8, PWD, Sohan Garden, Naval Anchorage, Ghangal, Chak Shahzad, Khana Pul, Rawal Town, Margala Town, Sultana Foundation, Bani Gala, Gulraiz 2, Green Venue, Taxila, Wah Cantt, G-6, 7, F 6, 7, Melodi, Abpara, Hamza camp, sadiqabad, Gulshan Abad, Al-Shifa, Gulzar e Quaid, Fouji Foundation Hospital.

Note. Rates of the three zones will be as follows: -

a. Near Distance (upto 20 Km Both Ways) **Rs.9480/-pm**
b. Middle Distance (21 to 40 Km Both Ways) **Rs.12200/-pm**
c. Long Distance (40 to 60 Km Both Ways) **Rs.14800/-pm**

Anx "N"

Undertaking



UNDERTAKING TEMPORARY ISSUANCE OF ORIGINAL DOCUMENTS

I _____ CMS ID/Regn No_____ Category _____ (PC/ASC/NS)_____ CNIC_____ Degree/ Discipline_____ hereby certify that I will deposit my Original Educational Documents within 30 days of their **Temporarily Issuance**. Failing to comply the same within due date, my registration for next semester shall not be done (for 1-3rd year students) / my result shall be withhold (for final year students).

_____

Date_____ (Student's Signature)

(Specimen Stamp Paper not less than Rs.10/-)